



## Odisha State Health & Family Welfare Society

Dept. of Health & Family Welfare, Govt. of Odisha  
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012  
Phone/Fax: 0674- 2392479/80/88



Advt. No- 9/23

Date: 21/3/2023

### TENDER CALL NOTICE FOR PRINTING & SUPPLY OF BOOKLET, REGISTER & FORMATS

Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in taking up the works of composing / proof reading / designing & printing. Details regarding the printing of items and terms & conditions may be downloaded from the website [www.nhmodisha.gov.in](http://www.nhmodisha.gov.in) (under Link: "Tender"). The tender should reach the office of the undersigned by **31/3/2023 (till 3 PM)**. The Tender will be opened at **4 PM on 31/3/2023**. The undersigned reserves the right to reject any or all the tenders / cancel the tender without assigning any reason thereof.

Sd/-  
Mission Director  
NHM, Odisha

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR  
PRINTING & SUPPLY OF BOOKLET & RSK IEC KIT  
Section – I (Instruction to Bidders)**

01. Sealed tenders are invited from registered printing agencies (with GST registration having GSTIN) having adequate experience in printing & supply of different type of printing assignments.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website **[www.nhmodisha.gov.in](http://www.nhmodisha.gov.in)**
03. The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **technical** and **financial** bid **separately** in **two separate envelopes** and the same should be put into **another cover envelop** superscribed as **“Tender for Printing & Supply of Booklet, Register & Formats in reference to advt. no-.....dt-.....”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to :

The Mission Director,  
National Health Mission,  
SIHFW Annex Building, Nayapalli, Unit-8, Bhubaneswar – 751 012,  
Odisha.

04. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1 - Tender Forms (T1,T2 & T3), fulfilling all the terms & condition of the tender document and inspection of infrastructure of the bidder if required], their **Financial Bid** (Part 2) shall **only** be opened. The circulars issued by the Finance Department, Govt. of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. The bidders are requested to clearly mention the **% of GST along with HSN Code of GST** separately **against each item** as mentioned in the price bid format (Part 2). The unit price (exclusive of tax) shall be taken into account for evaluation. Also during evaluation, as per the Govt. of Odisha Finance Deptt. Office memorandum No. 13290 dtd. 2.4.2013 (Clause 2), the price preference system shall be applicable to **local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC.
05. As per Finance Department office memorandum no.21926 dtd. 12.8.2015, **Local micro & small enterprises** registered in Odisha with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be exempted from payment of earnest money. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.

## 06. Schedule of Requirement

Sl. No.	Name of the Item	* Specification	No. of Units
1	MDSR Formats (Annexure 4)	<b>Unit : Booklet</b> Size : 1/4 Demy Pages : 8 Paper: 80 GSM Maplitho, Brightness : 77 (Min.) Printing: Both side <b>Black</b> offset printing Binding : Center Stitching	872
2	MDSR Formats (Annexure 5)	<b>Unit : Booklet</b> Size : 1/4 Demy Pages : 16 Paper: 80 GSM Maplitho, Brightness : 77 (Min.) Printing: Both side <b>Black</b> offset printing Binding : Center Stitching	1,246
3	MDSR Formats (Annexure 6)	<b>Unit : Leaflet</b> Size : 1/2 Demy Sheet : 1 Sheet Paper: 80 GSM Maplitho, Brightness:77 (Min.) Printing: Both side <b>Black</b> offset printing Folding: one folding at the centre.	1,246
4	MNM Formats (Annexure 1)	<b>Unit : Booklet</b> Size : 1/4 Demy Pages : 12 Paper: 80 GSM Maplitho, Brightness : 77 (Min.) Printing: Both side <b>Black</b> offset printing Binding : Center Stitching	5,000
5	CAC Consent Form C (English & Odia)	<b>Unit : Booklet</b> (Each booklet consists of 52 Sheets) Size : 22cm x 18cm Total no. of Sheets (inner) : 52 Sheets Printing (Inner Sheets): Both Side Black printing (One side odia & the reverse side english printing) Paper (Inner Sheets) : 70 GSM Maplitho, Brightness : 77 (Min.) Binding : Side Pad binding with hard straw board (2mm) on back side Cover Page : 1 cover page on the front (70 GSM Maplitho colour paper with Single sided Black Printing)	1,542
6	Evacuation Register	<b>Unit : Register</b> (Each register consists of 100 Sheets) Size : 28.5cm x 21cm Total no. of Sheets (inner) : 100 Sheets (Original : 50 Sheets & Duplicate : 50 Sheets) Printing (Inner Sheets): Single Side Black printing Paper (Inner Sheets - Original) : 70 GSM white paper with inbuilt carbon at the back. Paper (Inner Sheets - Duplicate) : 70 GSM pink colour paper with inbuilt carbon at the back *Self Carbon paper : The Original & duplicate sheet set should have inbuilt carbon *Binding: Hard board (3 mm.) binding (both cover & back) having side (left side of the register) stapling &	858

		cotton pasting with cover & back page pasted (flash cutting). Side staple binding (2 Staples) with 300 GSM Art card paper (Mat Finish), Size: 30 cm x 21cm with folding two no. cross at the back. The folding should be such that the back paper after folding with shall work as a marker and shall be kept below the duplicate sheets to avoid impression on next page. Perforation: Side perforation on each duplicate sheet. Cover & back Page : Cover page on the front & back , 70 GSM Maplitho paper with Single sided Black Printing)	
7	CAC MMA Card (Odia)	<b>Unit : Card</b> Size : 11" x 5" Pages : One Sheet Paper (Sheet) : 220 GSM Art Paper (Matt Finish), Printing (Sheet) : Multi colour offset printing (Both side printing)	20,000
8	PNC Ward Register	<b>Unit : Register</b> Size : 11" x 17" (Register closing size) No. of inner pages : 200 (100 sheets) Printing Type (Inner pages) : Single colour, both side printing Paper Quality (Inner Sheets): 80 GSM Maplitho, Brightness : 77 (Minimum) Binding: Hard board (Mill board <b>26 No.:</b> 2.6 - 3 mm) binding (both cover & back) having side (left side of the register) cotton pasting and <b>thread stitching</b> (in <b>3 holes</b> ) with cover pages <b>pasted</b> and <b>wrapped at all sides (not flash cutting but register binding)</b> of the hard board. The binding shall be with <b>pustin pasting</b> of <b>90 GSM</b> maplitho paper (Brightness: 77 Min.) at both front & back. Cover Page : 2 cover pages on the front & back [80 GSM Maplitho, Brightness : 77(Minimum), Front cover page with Single sided Black Printing]	1,767
9	VHSND Sub Centre monthly reporting format by ANM	<b>Unit : Booklet</b> Size : ¼ Diemy No. of inner sheets : 100 Total no. of Sheets (inner) : 100 Sheets (Original : 50 Sheets & Duplicate : 50 Sheets) Printing (Inner Sheets): Single Side Black printing Paper (Inner Sheets - Original): 70 GSM white paper with inbuilt carbon at the back. Paper (Inner Sheets - Duplicate): 70 GSM pink colour paper with inbuilt carbon at the front. *Self Carbon paper : The Original & duplicate sheet set should have self carbon * Binding : <b>Side Pad</b> binding with hard straw board (2 mm) on back side. One 300 GSM Art card paper (Mat Finish), Size: 21.5cm x 30cm with two no. cross shall be pasted on the hard board at the back side. The folding (300 GSM art card paper) should be such that	7,361

		it will work as a marker and shall be kept below the duplicate sheets to avoid impression on next page. Perforation: Perforation at Side (Duplicate) Cover Page: 1 cover page of 70 GSM Maplitho with single sided Black printing.	
10	VHSND monitoring format BPMU DPMU Sub for and	<b>Unit : Booklet</b> Paper Size : 1/4 Diemy No. of sheets : 100 Printing Type (Inner Sheets): <b>Both side, Black</b> Paper Quality : 80 GSM Maplitho Binding Type : Top staple binding (2 Staples) with hard straw board (2 mm) on back side Cover Page : 1 cover page on the front (80 GSM Maplitho Single sided Black Printing)	411
11	Referral Slip for Sub Centre	<b>Unit : Booklet</b> Size : ¼ Diemy No. of inner sheets : 100 Sheets Printing Type (Inner Sheets) : <b>Black, Single</b> side offset printing Paper Quality (Inner Sheets): 80 GSM Maplitho, Brightness : 77 (Minimum) Binding : <b>Top Pad</b> binding with hard straw board (2 mm) on back side Perforation: Perforation at Top (3" from top) Cover Page: 1 cover page of 80 GSM Maplitho with single sided Black printing.	8,097
12	Referral Slip Inter Facility	<b>Unit : Booklet</b> Size : ¼ Diemy No. of inner sheets : 100 Sheets Printing Type (Inner Sheets) : <b>Black, Single</b> side offset printing Paper Quality (Inner Sheets): 80 GSM Maplitho, Brightness : 77 (Minimum) Binding : <b>Top Pad</b> binding with hard straw board (2 mm) on back side Perforation: Perforation at Top (2 ½ " from top) Cover Page : 1 cover page of 80 GSM Maplitho with single sided Black printing.	1,767
13	Referral Out Register	<b>Unit : Register</b> Size : 8" x 13" (Closing Size) No. of inner pages : 100 (50 sheets) Printing Type (Inner pages) : Single colour, <b>both</b> side printing Paper Quality (Inner Sheets): 80 GSM Maplitho, Brightness : 77 (Minimum) Binding : Hard board (Mill board <b>22 ozs.</b> ) binding (both cover & back) having side (left side of the register) cotton pasting and <b>zoo Stitching</b> with cover pages <b>pasted</b> and	1,394

		<p><b>wrapped at all sides (not flash cutting but register binding)</b> of the hard board. The binding shall be with <b>pustun pasting</b> of <b>90 GSM</b> maplitho paper at both front &amp; back.</p> <p>Cover Page : 2 cover pages on the front &amp; back [80 GSM Maplitho, Brightness : 77(Minimum), Front cover page with Single sided Black Printing]</p>	
14	Referral In Register	<p><b>Unit : Register</b>  Size : ½ Diemy  No. of inner pages : 100 (50 sheets)  Printing Type (Inner pages) : Single colour, <b>both</b> side printing  Paper Quality (Inner Sheets): 80 GSM Maplitho, Brightness : 77 (Minimum)  Binding : Hard board (Mill board <b>20 ozs.</b>) binding (both cover &amp; back) having side (left side of the register) cotton pasting and <b>zoo Stitching</b> with cover pages <b>pasted</b> and <b>wrapped at all sides (not flash cutting but register binding)</b> of the hard board. The binding shall be with <b>pustun pasting</b> of <b>90 GSM</b> maplitho paper at both front &amp; back.  Cover Page : 2 cover pages on the front &amp; back [80 GSM Maplitho, Brightness : 77(Minimum), Front cover page with Single sided Black Printing]</p>	620
15	Red Card	<p><b>Unit : Card</b>  Size : 17 cm x 28 cm  Printing Type : Both sided <b>Bi-Colour</b> offset printing  Paper Quality : 250 GSM Art Paper (Matt Finish)  Brightness : 80 (Min.)</p>	7,60,032
16	NSSK Module	<p>Unit : <b>Booklet</b>  Size : ¼ Demy  Inner Pages: 80  Cover Pages : 4  Paper (Inner) : 130 GSM Art Paper (Mat Finish),  Paper (Cover) : 220 GSM Art Paper (Gloss Finish)  Printing (Inner): Both side Multicolour offset printing.  Printing (Cover): Multicolour offset printing both side  Lamination : Cover page single side Mat lamination  Binding : Perfect Glue Binding (Digital)</p>	3,000
17	NSSK Flip Chart	<p>Unit : <b>Flip Chart</b>  Size : ¼ Demy  Inner Pages: 56  Cover Pages : 4  Paper (Inner) : 250 GSM Art Paper  Paper (Cover) : 300 GSM Art Paper  Printing (Inner): Both side Multicolour offset printing.</p>	200

		Printing (Cover): Multicolour offset Lamination Both sided multi colour printing with lamination Binding : Spiral Binding	
18	NBSU Modules	Unit : <b>Booklet</b> Size : ¼ Demy Inner Pages: 160 Cover Pages : 4 Paper (Inner ): 130 GSM Art Paper (Mat Finish), Brightness : 80 Minimum Paper (Cover ): 220 GSM Art Paper (Gloss Finish) Brightness : 80 Minimum Printing (Inner): Both side Multicolour offset printing. Printing (Cover): Multicolour offset printing (Front & back) Lamination : Front Cover & Back Cover (Single sided Mat lamination) Binding : Perfect Glue Binding (Digital)	500
19	KMC Modules	Unit : <b>Booklet</b> Size : ¼ Demy Inner Pages: 66 Cover Pages : 4 Paper (Inner ): 130 GSM Art Paper (Mat Finish), Brightness : 80 Minimum Paper (Cover ): 220 GSM Art Paper (Gloss Finish) Brightness : 80 Minimum Printing (Inner): Both side Multicolour offset printing. Printing (Cover): Multicolour offset printing (Front & back) Lamination : Front Cover & Back Cover (Single sided Mat lamination) Binding : Center Stitching	400
20	CAC RMP Opinion Form	<b>Unit : Booklet</b> (Each booklet consists of 102 Sheets) Size : 28.5cm x 20.5cm Total no. of Sheets (inner) : 102 Sheets Printing (Inner Sheets): Single Side Black printing Paper (Inner Sheets) : 70 GSM Maplitho, Brightness :77 (Min.) Binding Type : Top staple binding (2 Staples) with hard straw board (2 mm) on back side Perforation : Top perforation on each sheet Cover Page : 1 cover page on the front (70 GSM Maplitho, Brightness : 77 (Min.) with Single sided Black Printing)	1,657
21	CAC Form-II	<b>Unit : Booklet</b> (Each booklet consists of 25 Sheets) Size : 28.5cm x 20.5cm Total no. of Sheets (inner) : 25 Sheets Printing (Inner Sheets): Single Side Black printing Paper (Inner Sheets) : 70 GSM Maplitho, Brightness :77 (Min.)	612

		<p>Binding Type : Top staple binding (2 Staples) with hard straw board (2 mm) on back side Perforation : Top perforation on each sheet</p> <p>Cover Page : 1 cover page on the front (70 GSM Maplitho, Brightness : 77 (Min.) with Single sided Black Printing)</p>	
22	CAC Admission Register Form III	<p><b>Unit : Register</b> (Each register consists of 100 Sheets)</p> <p>Size : 34 cm x 21.5cm</p> <p>Total no. of Sheets (inner) : 100 Sheets (Original : 50 Sheets &amp; Duplicate : 50 Sheets)</p> <p>Printing (Inner Sheets): Single Side Black printing</p> <p>Paper (Inner Sheets - Original): 70 GSM white paper with inbuilt carbon at the back. Paper (Inner Sheets - Duplicate): 70 GSM pink colour paper with inbuilt carbon at the front. *Self Carbon paper : The Original &amp; duplicate sheet set should have self carbon</p> <p>*Binding : Hard board (3 mm.) binding (both cover &amp; back) having side (left side of the register) stapling &amp; cotton pasting with cover &amp; back page pasted (flash cutting). One 300 GSM Art card paper (Mat Finish), Size : 21.5cm x 38cm with two no. cress shall be pasted on the hard board at the back side. The folding (300 GSM art card paper should be such that it will work as a marker and shall be kept below the duplicate sheets to avoid impression on next page.</p> <p>Perforation: Side perforation on each Duplicate sheet.</p> <p>Cover &amp; back Page : Cover page on the front &amp; back, 70 GSM Maplitho paper with Single sided Black Printing)</p>	785
23	Standard Operating Procedures for Coordinated response to address GBV in Odisha	<p><b>Unit : Booklet</b></p> <p>Size : ¼ Demy</p> <p>Inner Pages: 36</p> <p>Cover Pages : 4</p> <p>Paper (Inner) : 80 GSM Maplitho, Brightness : 77 (Min.)</p> <p>Paper (Cover) : 220 GSM Art Paper (Gloss Finish), Brightness : 80 (Minimum)</p> <p>Printing (Inner) : Both side Multi Colour offset printing</p> <p>Printing (Cover): Both Side Multi Colour offset printing</p> <p>Lamination: Front Cover &amp; Back Cover (Single sided Mat lamination)</p> <p>Binding : Centre Stitching</p>	1,000
24	Guideline and Protcols medico-legal care for survivors/victims of sexual violence	<p><b>Unit : Booklet</b></p> <p>Size : ¼ Demy</p> <p>Inner Pages: 96</p> <p>Cover Pages : 4</p> <p>Paper (Inner) : 130 GSM Art Paper (Mat Finish), Brightness : 80 (Minimum)</p> <p>Paper (Cover) : 220 GSM Art Paper (Gloss Finish), Brightness : 80 (Minimum)</p> <p>Printing (Inner) : Both side Multi Colour offset</p>	1,000



		printing Printing (Cover) : Single Side Multi Colour offset printing Lamination : Front Cover & Back Cover (Single sided Mat lamination) Binding : Perfect Glue Binding (Digital)	
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**Note:**

**\* The samples can be inspected at NHM office, BBSR before submission of tender.**

**Details regarding quality testing of papers are mentioned in Clause 19 – Section II.**

**07. EMD to be submitted:**

Sl.	Name of Item (as mentioned in para 06 above)	EMD (Rs.) to be submitted for <u>Local</u> MSEs (DIC Registered firms in Odisha only)	EMD (Rs.) to be submitted for Bidders other than Local MSEs
1	MDSR Formats (Annexure 4)	Exempted	Rs.200/-
2	MDSR Formats (Annexure 5)	Exempted	Rs.500/-
3	MDSR Formats (Annexure 6)	Exempted	Rs.200/-
4	MNM Formats (Annexure 1)	Exempted	Rs.1,000/-
5	CAC Consent Form C (English & Odia)	Exempted	Rs.1,000/-
6	Evacuation Register	Exempted	Rs.5,000/-
7	CAC MMA Card (Odia)	Exempted	Rs.12,000/-
8	PNC Ward Register	Exempted	Rs.9,000/-
9	VHSND Sub Centre level monthly reporting format by ANM	Exempted	Rs.30,000/-
10	VHSND Sub monitoring format for BPMU and DPMU	Exempted	Rs.1,000/-
11	Referral Slip for Sub Centre	Exempted	Rs.12,000/-
12	Referral Slip Inter Facility	Exempted	Rs.3,000/-
13	Referral Out Register	Exempted	Rs.3,000/-
14	Referral In Register	Exempted	Rs.2,000/-
15	Red Card	Exempted	Rs.40,000/-
16	NSSK Module	Exempted	Rs.8,000/-

17	NSSK Flip Chart	Exempted	Rs.1,500/-
18	NBSU Modules	Exempted	Rs.2,500/-
19	KMC Modules	Exempted	Rs.1,000/-
20	CAC RMP Opinion Form	Exempted	Rs.2,000/-
21	CAC Form-II	Exempted	Rs.500/-
22	CAC Admission Register Form III	Exempted	Rs.4,000/-
23	Standard Operating Procedures for Coordinated response to address GBV in Odisha	Exempted	Rs.2,250/-
24	Guideline and Protocols medico-legal care for survivors/victims of sexual violence	Exempted	Rs.6,000/-

**08. Tender Document Cost: Rs.1,180 /- (Non-Refundable) by demand draft.**

**09. Delivery Time:**

Sl.	Item	Delivery Time
1	MDSR Formats (Annexure 4)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
2	MDSR Formats (Annexure 5)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
3	MDSR Formats (Annexure 6)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
4	MNM Formats (Annexure 1)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
5	CAC Consent Form C (English & Odia)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
6	Evacuation Register	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
7	CAC MMA Card (Odia)	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
8	PNC Ward Register	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
9	VHSND Sub Centre level monthly reporting format by ANM	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
10	VHSND Sub monitoring format for BPMU and DPMU	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
11	Referral Slip for Sub Centre	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
12	Referral Slip Inter Facility	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.

13	Referral Out Register	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
14	Referral In Register	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
15	Red Card	Within <b>30 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
16	NSSK Module	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
17	NSSK Flip Chart	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
18	NBSU Modules	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
19	KMC Modules	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
20	CAC RMP Opinion Form	Within <b>30 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
21	CAC Form-II	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
22	CAC Admission Register Form III	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
23	Standard Operating Procedures for Coordinated response to address GBV in Odisha	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.
24	Guideline and Protcols medico-legal care for survivors/victims of sexual violence	Within <b>21 days</b> from the date of receipt of the letter of final proof from Mission Directorate by the successful bidder.

#### **10. Place of Delivery:**

**This consignment after printing has to be delivered at** Mission Directorate, National Health Mission, Government of Odisha, Nayapalli, Unit-8, Bhubaneswar / Any **other centralized location in Bhubaneswar** as decided by the Mission Directorate, NHM.

**Section - II**  
**TERMS AND CONDITIONS**

<b>Terms &amp; Conditions</b>		<b>Documents to be Submitted</b>
<b>1</b>	The organization should be a bonafide registered body	Photo copy of the Registration certificate
<b>2</b>	The organization must have GST registration certificate (with mention of GSTIN) and PAN	Photocopy of GST registration certificate (with mention of GSTIN) and PAN
<b>3</b>	Annual turnover of the bidder must be $\geq$ <b><u>1 Crore</u></b> in each year of last three preceding financial years.	Audited Balance Sheet & P&L account of last three preceding financial years.
<b>4</b>	<p>The organization will have to submit an <b>Affidavit</b> (<i>On original Stamp Paper of relevant value</i>) with the following clauses:-</p> <ol style="list-style-type: none"> <li>1. Our organization has not been blacklisted by any Government Organization.</li> <li>2. Our organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.</li> <li>3. The Directorate will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.</li> <li>4. Our organization agrees to abide by all terms &amp; conditions of tender.</li> <li>5. We quote our unit price(s) which is exclusive of GST.</li> </ol>	Affidavit
<b>5</b>	Tender must be accompanied by <b>EMD (if the bidder is other than local MSME)</b> as mentioned in <b><u>Para 07 of Section-I</u></b> by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of Mission Director, NHM, Bhubaneswar, Odisha. Tenders (if the tenderer is other than local MSE) if not accompanied by EMD will not be considered. Local MSEs are exempted from submission of EMD. EMD of unsuccessful tenderers will be returned without interest on finalization of the bid. EMDs / Bid Security of successful tenderer will be returned after submission of the Performance Security. The EMD shall be	Demand Draft

	forfeited if the successful tenderer after getting the letter of award withdraws / Express his inability to execute the work.	
6	The tenderer should furnish the copies of the work order executed in similar type of printing works during the last three years.	Photocopies of work orders executed.
7	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization regarding specimen signature of authorized signatory.
8	The successful bidder (if other than Local MSE) will have to deposit <b>Performance Security</b> @ 10% of the work order value by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Mission Director, NHM, BBSR, Odisha / Bank Guarantee from any Nationalized / Scheduled Bank at Bhubaneswar. The successful bidder (if Local MSE) will have to deposit 25% of the stipulated <b>Performance Security</b> (i.e. 25% of 10% of the work order value) by way of demand draft drawn on any Nationalized / Scheduled Bank payable at Bhubaneswar in favour of Mission Director, NHM, BBSR, Odisha / Bank Guarantee from any Nationalized / Scheduled Bank at Bhubaneswar. The performance security shall be returned on successful completion of the assignment (after 3 months of supply of the item or release of payment whichever is later) without interest. The performance security may be forfeited towards compensation for any loss resulting from the successful bidder's failure to fulfill the obligations under the scope of work and terms & conditions of the Purchase Order.	To be submitted at the time of Acceptance of the work order
9	Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, Mission Director's decision will be final. The tender, which is not as per our required specifications will not be considered.	
10	A committee selected by the authority may inspect the printing press of the qualified bidder before finalization of financial bid to verify the capacity of printing & other aspects of the offset press & relevant documents.	

11	<p>If the successful bidder/ bidders fails to supply the entire quantity within the stipulated period (as mentioned against each item in <b>Para 07 in Section I</b>), liquidated damage @ of the following % of the relevant contract value, <b>per week of delays</b> after the stipulated time shall be calculated :</p> <p>1% for 1<sup>st</sup> week, 2% for 2<sup>nd</sup> week, 4% for 3<sup>rd</sup> week, 8% for 4<sup>th</sup> week, 16% for 5<sup>th</sup> week &amp; 30% for 6<sup>th</sup> week.</p> <p>Default beyond 6<sup>th</sup> week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under NHM. Performance Security deposited by the defaulting firm shall be forfeited.</p>	
12	<p>The Directorate will not make any advance payment to the organization. The organization will have to carry out the entire job on its own.</p> <p>100% payment shall be made after delivery of the full quantity.</p> <p>The payments will be paid only after satisfactory completion of the job, submission of bill in that regard &amp; the quality test report from the testing laboratory.</p>	
13	<p>All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the Mission Directorate, NHM. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Directorate. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.</p>	
14	<p>Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is in no way responsible for any deviation made by the printer in this regard.</p>	

15	The cost towards the testing of paper (as mentioned in clause 19) will be borne by the successful bidder.	
16	The Directorate reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever	
17	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
18	<b>Rates quoted</b> against this tender notice shall remain valid up to <b>12 months</b> after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	
19	<p>Printing should be as per Specification. Quality Testing (as per IS) of random samples of the paper / booklet shall be made in the Govt. testing Laboratory &amp; the <b>testing charges</b> has to be <b>borne by the selected printing agency</b>. The tender inviting authority reserves the right to test the paper in more than one Govt. testing laboratory. The GSM of the paper specified in the technical specification should be within the tolerance limit prescribed in the related IS Standard. Any unacceptable deviation from it is liable for rejection / proportion deduction from the amount payable, based on the test report from the Govt. testing laboratory.</p> <p><b>Quality testing of paper before &amp; after printing</b> (in case of the <b>selected bidder</b>) shall be carried out in <b>two stages</b> as mentioned below :</p> <p>i) <b>Stage I (Before Printing Quality Testing after procurement of Paper</b> by the agency) : The selected bidder shall be asked to submit the agreement paper for signing of contract &amp; the required performance security after which contract shall be signed and work order be issued to the agency with soft copy of the printing material so that the agency shall submit a copy for proof reading. The printing agency shall intimate Mission Directorate after procurement</p>	<p>Bidders shall have to <b>quote the prices of the items</b> by <b>taking into account</b> the place of delivery mentioned against each item (mentioned at Para 08-Section I) and the <b>two stage</b> paper testing procedures (as mentioned alongside).</p>

	<p>of the <b>entire quantity of paper</b> (within a period of <b>15 days</b> from the date of notification of award) before printing. Paper shall be inspected at the premises of the agency and random samples shall be selected (15 nos. <b>full size</b> paper for each category of paper in a booklet / Register) for testing. 10 nos. paper shall be sent to Govt. Lab for <b>full testing</b> of paper as per BIS &amp; technical specification of the tender and remaining 5 nos. paper shall be retained by the office for comparison purpose if any. In the meantime, the final proof shall be submitted by the agency for approval. After getting the standard quality report from the lab &amp; approval of final proof, the agency shall be intimated for final printing. The delivery time (depending upon the time specified in the tender based on volume of printing) shall be calculated from the date of issue of the letter of approval of final proof &amp; printing.</p> <p>ii) <b>Stage II (After printing quality testing):</b> After delivery of the printing material random sample shall be collected from the lot for GSM testing (as per specification) by Govt. Lab., since only GSM can be tested after printing. The quality of the other parameters may also be verified by comparing it with the 5 nos. paper available with the office, which is collected during the Stage-I.</p> <p><i>In addition to the above testing procedures, the tender inviting authority reserves the right to test the papers of the printing item (based on the report if any from the field regarding bad quality of the printing item) at any point of time (within 3 months from the supply of items) by taking random sample from the field where it is used. In case it is found to be not as per technical specification of the tender, then the performance security submitted by the bidder shall be liable for forfeiture of performance security and the agency may also be liable for blacklisting for a period of 3 years from the date of blacklisting.</i></p> <p><b>All the testing charges shall be borne by the selected agency.</b></p>	
<b>20</b>	<p><b>Jurisdiction:</b> All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.</p>	



**FORMATS - Part 1**

**FORM – T1**

**(To be submitted in Technical Bid Envelop)**

**(The documents has to be arranged serially as per the order mentioned below)**

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory <b>(in capital letters)</b>	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7a	GST registration acknowledgement (Photocopy of GST registration)	
7b	GSTIN (GST identification number)	
8	PAN (Photocopy of PAN)	
9	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years (Turnover must be $\geq$ <b><u>1 Crore</u></b> in each year of last three preceding years)	
10	Draft number & date of tender document Cost (Non-Refundable) of <b>Rs.1,180/-</b>	
11	Draft number(s) and date of the <b>EMD (s)</b> [Pl. refer to the <b>Clause 07 of Section – I related to submission of EMD</b> ]	
12	Affidavit of declaration ( <i>On <b>Original Stamp Paper</b></i> ) as per Clause 4 of the terms & condition	
13	Whether all documents submitted signed by the authorized signatory of the organization ( Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage or in case gets selected and make deviation to tender terms & condition or supply of poor quality printing item not as per technical specification, our Firm/Agency may be blacklisted and we are liable for forfeiture of our performance security.

(Signature and seal of the authorized signatory)

Place  
Date

**Seal**

**FORM T2**

(To be furnished in the Technical Bid Envelop)

**DETAILS OF PRINTING EQUIPMENT & MACHINERIES AVAILABLE WITH THE FIRM**

Sl.	Name of the printing equipment/machinery	Make/Features	Qty

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

**FORM T3**

(To be furnished in Technical Bid)

**PAST EXPERIENCE IN EXECUTING MAJOR PRINTING WORKS**

Name of Assignment *	Name/address of the Organization for which similar printing works have been executed	Date of award of Assignment	Date of completion of assignment	Value of the Work order (Rs.)

\* Note: Please furnish the **Work order copies** of the works executed in support of the information mentioned above.

Authorized Signatory [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Company Seal)

**TENDER FORM Part -2**  
**FORM - P**  
**(To be submitted in Financial Bid envelop)**

**I. PRICE**

Sl. No	Name of the Item	* QUOTED RATE (Rs.) (PER UNIT) (Exclusive of GST)	% of GST applicable <u>on &amp;</u> <u>above</u> the price mentioned in column 'c'	HSN code (4 digit code) of the % of GST mentioned in column 'd'
a	b	c	d	e
1	MDSR Formats (Annexure 4)	(Rate to be quoted <b>per Booklet</b> )		
2	MDSR Formats (Annexure 5)	(Rate to be quoted <b>per Booklet</b> )		
3	MDSR Formats (Annexure 6)	(Rate to be quoted <b>per Leaflet</b> )		
4	MNM Formats (Annexure 1)	(Rate to be quoted <b>per Booklet</b> )		
5	CAC Consent Form C (English & Odia)	(Rate to be quoted <b>per Booklet</b> )		
6	Evacuation Register	(Rate to be quoted <b>per Register</b> )		
7	CAC MMA Card (Odia)	(Rate to be quoted <b>per Card</b> )		
8	PNC Ward Register	(Rate to be quoted <b>per Register</b> )		
9	VHSND Sub Centre level monthly reporting format by ANM	(Rate to be quoted <b>per Booklet</b> )		
10	VHSND Sub monitoring format for BPMU and DPMU	(Rate to be quoted <b>per Booklet</b> )		
11	Referral Slip for Sub Centre	(Rate to be quoted <b>per Booklet</b> )		
12	Referral Slip Inter Facility	(Rate to be quoted <b>per Booklet</b> )		
13	Referral Out Register	(Rate to be quoted <b>per Register</b> )		
14	Referral In Register	(Rate to be quoted <b>per Register</b> )		
15	Red Card	(Rate to be quoted <b>per Card</b> )		
16	NSSK Module	(Rate to be quoted <b>per Booklet</b> )		

17	NSSK Flip Chart	(Rate to be quoted <b>per Flip Chart</b> )		
18	NBSU Modules	(Rate to be quoted <b>per Booklet</b> )		
19	KMC Modules	(Rate to be quoted <b>per Booklet</b> )		
20	CAC RMP Opinion Form	(Rate to be quoted <b>per Booklet</b> )		
21	CAC Form-II	(Rate to be quoted <b>per Booklet</b> )		
22	CAC Admission Register Form III	(Rate to be quoted <b>per Register</b> )		
23	Standard Operating Procedures for Coordinated response to address GBV in Odisha	(Rate to be quoted <b>per Booklet</b> )		
24	Guideline and Protcols medico-legal care for survivors/victims of sexual violence	(Rate to be quoted <b>per Booklet</b> )		

**\*Note: Only one price has to be quoted against each item. Alternative pricing against one item is not allowed. The prices should be quoted by taking into account the place of delivery mentioned against the item (mentioned at Para 10- Section I) and the two stage paper testing procedures (as mentioned at Clause - 19 of Section – II).**

(Rates per Unit quoted should be **inclusive of** cost of paper, pages design, proof reading, DTP, printing, binding as per specifications; paper testing charges, transportation to the consignee place (as mentioned in **Para 08** in Section–I) & **exclusive of** GST if any as applicable (The % of GST if any **must be** mentioned in the separate column mentioned above).

Evaluation shall be made on the Price per Unit (Exclusive of GST). In case of different % of GST for the relevant item (s) quoted by bidders, the correct % of GST shall be applicable.

**(Signature of the authorized signatory)**

**Place:**

**Date:**

**Seal**